

# **FOCUS SAMPLE REVIEW CHECKLIST SUBCONTRACTS**

<b>Agency/Area Program:</b>	<b>Reviewer Name:</b>
<b>Focus sample individual name/#:</b>	<b>Review Date:</b>
<b>BASED ON FILE REVIEW -- THE FOLLOWING IS PRESENT</b>	<b>YES/NO/NA – NOTES FROM FILE REVIEW</b>
<b>SUBCONTRACTS (404 NAC 11-002)</b>	
<b>Services delivered by the subcontractor are permitted under 404 NAC.</b>	
<b>The agency has policies and procedures including a section that addresses:</b> <ul style="list-style-type: none"> <li>• <b>Development;</b></li> <li>• <b>Training;</b></li> <li>• <b>Oversight; and</b></li> <li>• <b>Service Monitoring components.</b></li> </ul>	
<b>Subcontractors have:</b> <ul style="list-style-type: none"> <li>• <b>The same qualifications;</b></li> <li>• <b>Staff training; and</b></li> <li>• <b>Service provision expectations as employees of the provider.</b></li> </ul>	
<b>Service provision monitoring of the subcontractor's performance is completed on-site at a minimum of one time per month</b>	

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BASED ON <b>FILE REVIEW</b> -- THE FOLLOWING IS PRESENT	YES/NO/NA – NOTES FROM <b>FILE REVIEW</b>
Copies of subcontracts are <b>submitted to the Department PRIOR to the utilization of the subcontractor's services.</b>	
The subcontractor <b>does NOT serve as the legal guardian of the individual served.</b>	
The subcontractor <b>is NOT an immediate family member of the individual served.</b>	